



Foreign Affairs Handbook

5 FAH-3 TAGS/Terms Handbook

Transmittal Letter: TAGS-16

Date: April 30, 1999

TAGS/TERMS UPDATES

MAJOR CHANGES:

1. The Office of IRM Programs and Services, Programs and Policies Division is responsible for the TAGS/Terms Handbook. Please direct all questions concerning the proper usage of TAGS, request for new TAGS, etc. to A/RPS/IPS/PP on (202) 647-6762 or (202) 647-5045.
2. The following Subject TAGS were added: AOMS
3. The following K TAGS were added: KECF, KESS, KIRF, KSRK, KWIR, and KY2K
4. The following terms were added: Assignment, Communications, Differential, Office Management Specialists, Office Manager, OMS Coordinator, OMS Classification, OMS Conduct, OMS Open Assignments List, OMS Promotion, OMS Reassignment, OMS Resignation, OMS Separation, OMS Vacancy Announcement, and Volunteer Cable.
5. One organization was added: SPF
6. An organization name change occurred for SPC.
7. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
8. Officers are reminded that Department-issued materials not codified directly or by approved reference in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS: (Paper Copy only)

1. Remove and destroy the text of the Current TAGS/Program TAGS issued under TL:TAGS-15, 02-27-98 and replace with the new Current TAGS/Program TAGS (5 pages). Remove and destroy 5 FAH-3 H-100 Section Administration issued under TL:TAGS-15, 02-27-98, 113 pages and replace with the attached 114 pages. Remove and destroy 5 FAH-3 H-300 issued under TL:TAGS-13, 10-30-96, 32 pages and replace with the attached 33 pages. Remove and destroy 5 FAH-3 H-500 issued under TL:TAGS-15, 02-27-98, 21 pages and replace with the attached 23 pages. Remove and destroy 5 FAH-3 H-800 issued under TL:TAGS-15, 02-27-98, 72 pages and replace with the attached 74 pages.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:TAGS-16, and initial.

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3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to A/RPS/IPS/PP/LC, who may be reached at (202) 647-6762.

(A/RPS/IPS/PP)